

Northern Vermont Parcel Data Project Invoice/Payment Instructions

August, 2014

These instructions are designed to help you determine what you will need from your mapping contractor as well as what you need to send VCGI when you make a payment request. Please do not hesitate to contact us with questions! Also note that there are more instructions on the second worksheet in the spreadsheet.

Eve Dubois will be processing your request: 802-882-3004 or eved@vcgi.org

Leslie Pelch can help you with questions about what sort of "documentation" the mapping contractor should be providing: 802-882-3002 or lesliep@vcgi.org

1. Reimbursement Request sent to VCGI should consist of the following:
 - a. Invoice from town
 - b. Completed spreadsheet (provided by VCGI)
 - c. Invoices and supporting documentation from mapping contractor
 - d. Any other documents that support aspects of the invoice (receipts, records of in-kind match, time spent on the project by town employees or volunteers...)
2. Invoice on town letterhead should itemize:
 - a. Cost of services by mapping contractor
 - b. Details of services/products, or refer to copy of contractor's invoice enclosed
 - c. Match – monetary and/or in-kind
 - i. "in-kind match" (time spent by town officials or volunteers that you wish to count as part of your match) requires same level of documentation as contractor (names, dates, hours, tasks)
 - ii. Monetary match simply needs to be separately stated on your invoice
3. Excel spreadsheet to request reimbursement
 - a. Please note that you can break the costs up into multiple categories if that is useful to YOU (labor, contractual, admin, etc.)
 - b. The second tab of the spreadsheet has instructions!
 - c. Line 11A includes match
 - d. Line 11C should be the current reimbursement request (equal to what appears on the town invoice)
4. Invoices and documentation received from parcel mapping contractors should include:
 - a. Dates worked
 - b. Hours worked
 - c. Tasks performed (brief, but do include a general explanation)
 - d. Person who performed work
 - e. Receipts for any costs beyond labor

